

Minutes
County Road Administration Board
October 18-19, 2001
CRAB Office – Olympia, Washington

Members Present: Grant County Commissioner Tim Snead, Chair
Asotin County Commissioner Don Scheibe, Vice-Chair
Ken Stone, Cowlitz County Engineer
Randy Casteel, Kitsap County Engineer
Walla Walla County Commissioner David Carey
Garfield County Commissioner Dean Burton
Whatcom County Council Member Robert Imhof
Robert Breshears, Lincoln County Engineer

Members Absent: Pierce County Council Member Harold Moss

Staff Present: Jay Weber, Executive Director
Jay Armstrong, Deputy Director
Steve Hillesland, Assistant Director
Karen Pendleton, Executive Assistant
Cheryl Heinemeyer, Secretary Admin.
Chris Mudgett, Special Projects Mgr.
Dave Whitcher, Management Systems Mgr.**
Randy Hart, Grant Programs Mgr.*
Walt Olsen, Maintenance Programs Mgr.**
Larry Pearson, Maintenance Programs Mgr.**
Jim Oyler, Software Development Spec.
Jim Ayres, Design Systems Eng.**

Guests: Reid Wheeler, Consultant*
Paul Bennett, Kittitas County*
Steven Flude, Skagit County*
Denise Tabler, Office of Financial Management/SACS*

CALL TO ORDER

Chair Snead called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, October 18, 2001, at the CRAB Office in Olympia.

CHAIR'S REPORT

Approve Minutes of July 18-19, 2001 CRABoard Meeting

Vice-Chair Scheibe noted an error in the minutes of the July CRABoard meeting. After discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve the minutes of the July 18-19, 2001, CRABoard meeting as corrected. **Motion carried.**

*Present 1st day only

**Present 2nd day only

DIRECTOR'S REPORT

New County Engineer/Public Works Directors

Mr. Armstrong announced current appointments and status of current vacancies in the counties.

- ✓ Clallam
- ✓ Island County – Lew Legat retired; Richard K. Snyder, successor
- ✓ Klickitat
- ✓ Okanogan – Jay Armstrong will be the PW Director
- ✓ Whitman – Mark Storey, County Engineer

Mr. Armstrong reviewed a letter received from Pend Oreille County requesting a six-month extension to fill the position of county engineer. Council Member Imhof moved and Vice-Chair Scheibe seconded to approve the extension to July 30, 2002. **Motion carried.**

Director's Activities/County Visits

Mr. Weber reviewed he and Mr. Armstrong's county visits over the last three months.

State Auditor's Report

Mr. Armstrong reviewed the following audits received since the July 2001 CRABoard meeting.

1. Ferry County. SAO # 62435 issued on July 20, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
2. Douglas County. SAO # 62437 issued on July 20, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
3. Benton County. SAO # 62450 issued on August 3, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
4. Thurston County. SAO # 62461 issued on August 10, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
5. Whatcom County. SAO # 62489 issued on August 17, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
6. Skagit County. SAO # 62490 issued on August 17, 2001 covering the period of January to December 2000. The Road Department received two significant findings. First, the cash receipts from operation of the Guemes Ferry were not being adequately secured. Second, a purchase of gravel occurred far in excess of the Commissioner authorized contract and the contracting procedure did not follow state

bid procedures. The County has taken measures to secure the ferry receipt. The Commissioners intend to internally investigate the gravel purchase and take corrective action. The County is taking appropriate actions and CRAB has no need to be involved at this time.

7. Grant County. SAO # 62497 issued on August 24, 2001 covering the period of January to December 2000. This audit did not detail any new findings against the road department. What is of interest is a prior finding of 1999 in which records were not available to demonstrate that a competitive negotiation process was followed in awarding a contract to acquire, develop, install and implement a cost accounting management system. Documentation still does not exist and the finding is repeated in the 2000 audit.
8. Grays Harbor County. SAO # 62505 issued on August 31, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
9. Pacific County. SAO # 62512 issued on September 7, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
10. Clark County. SAO # 62518 issued on August 24, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
11. Walla Walla County. SAO # 62620 issued on September 21, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
12. Pend Oreille County. SAO # 62524 issued on August 31, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
13. Franklin County. SAO # 62528 issued on August 31, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
14. Clallam County. SAO # 62535 issued on September 7, 2001 covering the period January to December 2000. This audit did not detail any findings against the road department.
15. Kitsap County. SAO # 62536 issued on September 14, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
16. Jefferson County. SAO # 62539 issued on September 7, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.

17. Chelan County. SAO # 62549 issued on September 7, 2000 covering the period of January to December 2000. This audit did not detail any findings against the road department.
18. Asotin County. SAO # 62561 issued on September 14, 2001 covering the period of January to December 2000. A small misappropriation of road fund in the amount of \$56.00 was discovered as part of a larger theft. Corrections have been taken. CRAB does not need to take any action.
19. San Juan County. SAO # 62562 issued on September 21, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
20. Okanogan County. SAO # 62563 issued on September 14, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
21. Lincoln County. SAO # 62566 issued on September 14, 2001 covering the period of January to December 2000.
22. Adams County. SAO # 62567 issued on September 14, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
23. Columbia County. SAO # 62576 issued on September 14, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
24. Snohomish County. SAO # 62598 issued on September 21, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
25. Spokane County. SAO # 62606 issued on September 21, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
26. Pierce County. SAO # 62632 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
27. Skamania County. SAO # 62607 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
28. King County. SAO # 62656 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.

29. Kittitas County. SAO # 62660 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
30. Klickitat County. SAO # 62662 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
31. Yakima County. SAO # 62667 issued on September 28, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.
32. Mason County. SAO # 62683 issued on October 5, 2001 covering the period of January to December 2000. This audit did not detail any findings against the road department.

2002 Meeting Schedule

Mr. Weber reviewed the proposed 2002 schedule. After discussion, Council Member Imhof moved and Commissioner Carey seconded to approve the 2002 meeting schedule. **Motion carried.**

CRAB By-Laws

Mr. Weber reviewed the by-laws with changes as suggested at the July CRABoard meeting. After discussion Council Member Imhof moved and Commissioner Burton seconded to approve the CRAB By-Laws. **Motion carried.**

Agency Budget Report

Ms. Tabler reviewed a one-page handout concerning the Biennial Close-out.

Ms. Tabler reviewed a one-page handout regarding CRAB's current budget status and the FY2001-2003 proposed budget.

Mr. Weber reviewed CRAB's supplemental budget package that was submitted to OFM.

RAP BUSINESS

Resolution 2001-020 - Rescinding Motion

Mr. Hart presented Resolution 2001-020, the resolution rescinds a rescinded motion of the July 19, 2001, CRABoard meeting therefore approving changes to WAC 136-150-024. After discussion, Mr. Stone moved and Mr. Casteel seconded to approve Resolution 2001-020. **Motion carried.**

Program Status Report

Mr. Hart reviewed a one-page Rural Arterial Program status report.

Resolution 2001-017 – Apportionment of 1999-2001 RATA Revenue

Mr. Hart presented Resolution 2001-017 to apportion RATA funds to regions. The resolution approves that the accrued amount of \$1,589,844 now credited to RATA be apportioned to the regions by the established 1999/2001 biennium percentages after

setting \$47,695 (3%) aside for administration. After discussion, Council Member Imhof moved and Mr. Casteel seconded to approve Resolution 2001-017. **Motion carried.**

Resolution 2001-018 – Apportionment of 2001-2003 RATA Revenue

Mr. Hart presented Resolution 2001-018 to apportion RATA funds to regions. The resolution approves that the accrued amount of \$3,538,139 now credited to RATA be apportioned to the regions by the established 2001/2003 biennium percentages after setting \$106,144 (3%) aside for administration. After discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve Resolution 2001-018. **Motion carried.**

Resolution 2001-019 – Release of Underrun/Withdrawn Funds and Interest Revenue

Mr. Hart presented Resolution 2001-019, the unspent and unneeded RATA amounts originally allocated to projects and interest funds accrued to date, which totals \$933,070 (\$526,820 - total underruns and withdrawals; \$406,251 – interest), be made available for new or partially funded RAP projects in. After discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve Resolution 2001-019. **Motion carried.**

Project Requests

Mr. Hart reviewed a request for a waiver of payback of spent RATA funds for West Bow Hill in Skagit County. He also explained his steps and reasoning in making this recommendation to the Board. Mr. Flude confirmed Mr. Hart's synopsis. After discussion, Council Member Imhof moved and Commissioner Carey seconded to approve waiver of \$152,449 plus the cost of design for the drainage improvements that were accomplished. **Motion carried.**

PUBLIC HEARING

Chair Snead opened the public hearing at 2:15 p.m.

Mr. Hart reviewed a summary of the requested changes to WAC 136-16-022, Day Labor Limit and WAC 136-18-020, Definitions. He also reviewed responses received for these requested changes.

Chair Snead opened the floor for discussion or comments. Hearing none, Council Member Imhof moved and Commissioner Burton seconded to close the public hearing. **Motion carried.**

After Board discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve revisions to WAC 136-16-022, Day Labor Limit and WAC 136-18-020, Definitions. **Motion carried.**

RAP BUSINESS (con't.)

Project Requests

Mr. Hart introduced Mr. Bennett and reviewed a request for a change of scope for Parke Creek Road in Kittitas County. Mr. Bennett reviewed this road's history and future issues/suggestions to the Board. After discussion, the CRABoard directed staff to enter into negotiations with Kittitas and report any scope changes at the January 2002 Board meeting.

Mr. Hart reviewed a request for a reduction in project scope for O'Brien Road in Clallam County. After discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve the reduction in project scope for Clallam County. **Motion carried.**

Mr. Weber informed the Board that CRAB would do a precedent check for future waiver requests.

Establishment of the 2003-2005 RAP Funding Period

Mr. Hart reviewed handouts defining the establishment of the 2003-2005 RAP funding period. After discussion, Vice-Chair Scheibe moved and Council Member Imhof seconded to approve establishing a funding period for the 2003-2005 biennium, calling for new project submittals in early 2002. **Motion carried.**

Moratorium – Skagit County

Mr. Hart reviewed the background and status of Prairie Road in Skagit County, recommending a moratorium of the October 4, 2002 lapsing date. After discussion, Council Member Imhof moved and Vice-Chair Scheibe seconded to approve placing a moratorium on the lapsing of Prairie Road and establishing a new lapsing date of December 31, 2007. **Motion carried.**

ISSUES

Legislative Issues – Day Labor

Mr. Weber introduced Mr. Bennett who has asked to discuss the calculation of and issues of day labor. Various suggestions were made to give predictability for counties to proceed on day labor, such as a three-year average. Mr. Weber stated that staff would research this issue, get a legal analysis, and bring this subject to the January Board meeting

Chair Snead recessed at 3:45 P.M. The CRABoard meeting will resume October 19, 2001, at 9:00 A.M.

UPDATES

Maintenance Management

Mr. Weber introduced Mr. Olsen and Mr. Pearson. Mr. Pearson summarized the status of maintenance management. He and Mr. Olsen conducted a survey to elicit information concerning current maintenance practices in counties and he reviewed their survey findings. Mr. Olsen reviewed the management team's schedule of events since the last Board meeting.

Mobility Tour

Mr. Weber introduced Mr. Whitcher to give an update of the mobility tour in the counties. Mr. Whitcher reviewed the scheduled events, to include the upcoming CRIS system clean up, since the last Board meeting. He stated that they are reviewing feedback from counties.

Information Services

Mr. Hillesland introduced Mr. Ayres to review the Road Design Conference in October 2001. Mr. Ayres highlighted conference events and future conference ideas. He also reviewed the upcoming Eagle Point training schedule and offered his services for individual county assistance.

Mr. Hillesland reviewed status of the IS section to include software, network, and virus updating.

County Engineers' & Public Works Directors' Manual/Training

Ms. Mudgett reviewed the new manuals and highlighted newly incorporated information. She also discussed the first two training sessions scheduled for October 24 in Moses Lake and November 13 in Silverdale.

BARS Manual Update

Ms. Mudgett reviewed the latest updates to the BARS Manual, which the State Auditor will be sending to the printer in early November. The changes, which include those required for GASB34 implementation, will be effective January 1, 2002.

Safety Management Group

Ms. Mudgett reviewed the progress of the Safety Management group, which is working with the Washington Counties Risk Pool to develop ways to lessen county liability in the area of Public Works, particularly as it relates to Snos and Ice Response, Traffic Collision Investigation, and documentation in general.

ISSUES

Legislative Issues – Population

Mr. Weber reviewed the current county population breakdown as it affects the composition of the CRABoard. He presented a one-page suggested adjustment for the Board's review.

King County Road Log and Other Issues

Mr. Weber reviewed the status of the King County's road log. Mr. Weber also reviewed the statutory responsibility of the county engineer and King County's ability to meet these state statutes.

Supplemental Budget Update

Mr. Weber received information from Ms. Elise Greef at OFM concerning CRAB's supplemental budget request. After AFRS confirmation, he authorized Ms. Greef to submit a \$3M re-appropriation request to legislature.

Land Surveying

Mr. Casteel reviewed a handout concerning RCW 18.43.020 and redefining land surveying.

Council Member Imhof moved and Mr. Stone seconded to adjourn. Motion carried.

Adjournment at 11:00 A.M.

Chairman

ATTEST: _____